

YORK COUNTY JOB DESCRIPTION

JOB TITLE: DEPUTY CLERK CIRCUIT COURT RECORDS MANAGEMENT DIVISION

GENERAL STATEMENT OF JOB

Under regular supervision, performs a variety of clerical work including receipting and recording land records, issuing marriage licenses, scanning and indexing permanent records, assisting the public in the record room and accessing and copying permanent records, and performing other miscellaneous duties such as, filing, maintaining Order Books, preparing Clerk's Orders for qualified notaries, Ministers to perform marriages, and appointments to various boards and commissions, receipting and filing Judgments, Financing Statements, Fictitious Name Certificates, and Military Discharges, and setting up copy accounts for copy machine in Record Room, answering telephones and directing calls to appropriate employees. Employee must exercise initiative and independent judgment in completing assignments. Employee must also exercise tact and courtesy in contact with the general public.

ESSENTIAL JOB FUNCTIONS

Receipts and records land records.

Receipts, dockets, and indexes judgments and prepares abstracts of judgment. Also bills IRS monthly for liens and releases

Receipts, files, and indexes financing statements, military discharges, and fictitious name certificates

Issues marriage licenses.

Prepares Clerk's Orders for ministers to perform marriages; boards, commissions, and elected officials qualifications; and notary qualifications, including notification to Secretary of the Commonwealth of notary qualifications

Indexes, proofs, and scans permanent records such as land records, marriage licenses, wills and fiduciary documents, fictitious name certificates, military discharges, judgments.

Maintains Order Books; proofs filmed pages and indexes Orders in Trust Account Order Book, Adoption Order Book, Chancery Order Book, Common Law Order Book, Fiduciary Order Book. File correspondence, pleadings, and etc. in appropriate case files

Answers miscellaneous copy requests

Answers telephone and greets visitors; provides information, or refers caller to appropriate

personnel.

Assists general public in record room by accessing and copying records; maintains security of permanent records housed in Record Room.

Receipts and sets up debit accounts for copy machining in Record Room including adding additional copies and deleting plat copies as requested by customers.

ADDITIONAL JOB FUNCTIONS

Performs other related work and performs a variety of duties in other sections of the Circuit Court as required.

EDUCATION AND EXPERIENCE

Requires considerable knowledge of business English and modern office procedures and equipment, and the ability to maintain moderately complex records. Personal computer experience using Word or WordPerfect software preferred. High school graduate or equivalent; and 1-2 years of experience in varied clerical work; or any combination of education and experience which provides the required knowledge, skills, and abilities.

PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS±

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Occasionally may lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of documents, records, applications, and logs. Requires the ability prepare a variety of forms. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

Intelligence: Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to

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follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and operation of motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____